UNITED STATES BANKRUPTCY COURT
DISTRICT OF HAWAII

Case Management

CM / ECF

Electronic Case Files

CM/ECF - SKILLS CHECKLIST

Please use this checklist to determine whether you are ready to receive training in the CM/ECF system. If there are unchecked items, you should seek appropriate training before attending a CM/ECF class at the court. We will not issue a login and password for the CM/ECF training database until you are proficient in these basic skills.

I can access the Internet using an Internet Browser such as Internet Explorer or Netscape Navigator, and can navigate through screens using the forward and back buttons and by clicking on links with a mouse [or trackball or touchpad].

I can access the court's website at http://www.hib.uscourts.gov and can print forms to use in bankruptcy cases.

I can use Adobe Acrobat Reader software to view and scroll through documents downloaded over the Internet as PDF (Portable Document Format) files.

I can use word processing software to create documents on a PC or Macintosh. On a PC, this includes Microsoft Windows applications such as Microsoft Word or Corel WordPerfect.

I can save a document that I created by naming it and saving it as a file in a computer drive folder or directory, and can later find the file to reopen the document.

I can convert a document created in a word processing format [e.g., WordPerfect or MS Word] to a PDF file by using the Print command and selecting Adobe Acrobat PDF Writer.

I can scan a document and can save it as or convert it to a PDF file.

I am familiar with the e-mail system in my office and can attach a document to an e-mail message as well as open a document that has been e-mailed to me.

I can create a mailing matrix using a word processing format and then save it in an ASCII text format.

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Applicant for Training